

REQUEST FOR APPLICATIONS (RFA) #CFSA-10-RFA-0001

Government of the District of Columbia
Child and Family Services Agency

SUBSTANCE ABUSE TREATMENT AND PARENTING PROGRAM

Pursuant to the *Child and Family Services Grant-Making Amendment Act of 2008*, D.C. Law 17-199, effective July 18, 2008 (D.C. Official Code § 4-1303.03(a-1)), the District of Columbia Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for grant funding to provide an evidence-based, culturally-specific parenting and substance abuse treatment program for CFSA referrals of adults whose children are the subject of a child abuse and neglect investigation or an ongoing case.

The program is comprised of twenty (20) weeks of coordinated individual and group learning and treatment, with allotted time for establishing the foundations for a potentially enduring peer support group as the program progresses. The program is designed to transform the lives of participants by equipping them with the tools needed to move on from harmful substance addiction to a more engaging and fulfilling parenting experience. Through enhanced self-image and self-esteem, improved family communication and relationships, parents can connect with their own power to deliver better outcomes for their children.

The program will consist of fifteen (15) weeks of *intensive* outpatient (IOP) substance abuse treatment, followed by five (5) weeks of outpatient (OP) treatment, integrated throughout with the ‘Effective Black Parenting’ (EBPP) program content. Each successful program graduate, along with family members, will be invited to partake in a celebration ceremony with fellow cohort members. It is hoped and intended that graduates will feel able to continue to support one another well beyond the scheduled program through ongoing peer support activities.

Selection and notification of grant award is scheduled to occur no later than February 15th, 2010. Up to two (2) grants will be awarded. Anticipated total funding for the project will be up to \$200,000 over a financial year. Successful Applicants will initially be funded for one pilot program cycle of 20 weeks culminating in a detailed program evaluation. The pilot will take place between April 1st and September 30th, 2010, with the program evaluation delivered October 31st, 2010. Applicants must demonstrate capacity to accept referrals for the pilot from March 2010 and provide services beginning **April 1, 2010**.

Announcement Date: December 28th, 2009

Request for Applications Release Date: December 28th, 2009

Application Submission Deadline: February 1st, 2010

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

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Applicant Checklist

- The Applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed **on 8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of Applicant are complete and within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The Applicant is submitting the required four (4) copies of its application, including the original and three (3) copies. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices are included. These must include EEO, First Source Employment Agreement, Tax Cert. Affidavit (OTR / DOES); and can include program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation.
- The application is submitted to Child and Family Services Agency, Contracts and Procurement Administration, no later than 2:00p.m., on the deadline date of **February 1, 2010.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia
Child and Family Services Agency (CFSA)**

Request for Applications (RFA)

FY 2010 Substance Abuse Treatment and Parenting Program

SECTION I: GENERAL INFORMATION

The Child and Family Services Agency (CFSA) has funds available to create and provide an innovative culturally-specific substance abuse outpatient treatment program for parents whose children are the subject of an active child abuse and neglect investigation or ongoing case.

CFSA will initially fund the successful Applicant(s) to complete and evaluate a program pilot between April 1st and October 31st 2010. Thereafter, CFSA will award up to two (2) grants to fund up to two complete program cycles, serving up to a total of eighty (80) families each financial year (pending availability of funds). Each grant shall be for a period not to exceed twelve (12) months. Grant funds will subsidize operating costs including staff salaries, program-related activities, training and participant resources, and program evaluation. Preference will be given to applicants who demonstrate capacity to supplement funds through Medicaid billing and the Access to Recovery (ATR) program.

The Substance Abuse Treatment and Parenting Program is designed to support treatment that allows parents immediate access to concrete resources that strengthen and stabilize the family, facilitate collaborative partnerships, and promote protective factors within children and families to reduce risk, build family capacity, and foster resilience. Preference will be given to those programs that demonstrate long-term engagement and continued support for families after services have ended.

Each individual group will consist of up to 12 participants. There will be separate groups for fathers and mothers, each running concurrently. Groups will operate in a closed format with new referrals being accepted up to two (2) weeks after the first session. Applicants must demonstrate capacity to accept referrals for the pilot from March 2010 and provide services beginning **April 1, 2010**.

Background and Need

The Child and Family Services Agency (CFSA) is the District of Columbia's cabinet-level child welfare agency. CFSA investigates reports of child abuse and neglect, and provides child protection. Services include family stabilization, reunification, foster care, adoption, and supportive community-based services to enhance the safety, permanence and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. The Agency seeks to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families.

As of September 30th, CFSA was serving 2,143 children who were placed in foster care and providing in-home services to 1,691 children (626 families total). At the end of September (2009), youth age 12 and older made up 60% of the total foster care population; a level 20% greater than national figures. Older youth in foster care have complex psychosocial, educational, and placement needs; are difficult to place due to a shortage of placement resources among providers; and, are statistically more likely than the general foster care population to experience multiple placements, or to experience congregate care placement. Like other jurisdictions, youth in the District's foster care population experience longer than average periods in care and are more likely to lose strong connections with their biological or extended families.¹

In accordance with the work first established in 2003, when Mayor Anthony A. Williams appointed the executive-level *'Interagency Task Force on Substance Abuse Prevention, Treatment, and Control'* to prepare and recommend a citywide Substance Abuse Strategy and budget, there is an identified need in the District of Columbia to improve outcomes for children by supporting eligible parents to improve their parenting behavior whilst simultaneously tackling their substance addiction.

This same appointed body in 2003 estimated that sixty thousand (60,000) residents – nearly one in 10 – were at that time addicted to illegal drugs or alcohol. CFSA's 2003 Needs Assessment reported that the majority of social workers (72%) and birth parents (50%) identified families' struggles with parental substance abuse prior to entry into care. Chemical addiction is a primary, chronic, progressive and potentially fatal disease affecting the emotional, mental, physical, social and spiritual elements of individual and family life. CFSA recognizes the importance of continuing to develop and expand services designed to meet the needs of substance-affected and/or substance-exposed children and youth. An important aspect of an effective response to this challenge includes evidence-based, family-centered, outpatient treatment for mothers and fathers who abuse substances.

The Center for the Improvement of Child Caring's *Effective Black Parenting Program* (EBPPP) is a comprehensive and culturally-specific parenting model designed to increase parenting capacity and strengthen families, resulting in better outcomes for children. The EBPPP was originally developed for parents, both mothers and fathers, of African American children, and since 1988, its widespread usage has been with parents whose children ages range from 0-18 years. Parents are encouraged and supported to attend sessions with their children, and childcare

¹ Pew Commission of Children in Foster Care. (2004). *Fostering the future: safety, permanence and well-being for children in foster care*. Retrieved July 19, 2004, from <http://pewfostercare.org/research/docs/FinalReport.pdf>

facilities are also made available should they be required. Sessions are delivered by appropriately trained and credentialed staff in a supportive ‘closed group’ environment, and traditionally courses last for fourteen three-hour sessions, culminating in a fifteenth session, a graduation ceremony that gives families the opportunity to come together and celebrate their individual and collective achievements.²

In recognition of the need to formulate an effective response to substance addiction and its negative impact on parenting, CFSA is proposing a program which will integrate both substance abuse treatment and ‘Effective Black Parenting.’ Each group cycle will span twenty (20) weeks, consisting of fifteen (15) weeks of Intensive Outpatient (IOP) treatment with a supplemental EBPPP schedule, followed by five (5) weeks of Outpatient (OP) treatment with a supplemental self-directed parent support group (see Section IV. Program Scope). CFSA projects that up to eighty (80) families will be served during the first year. Utilizing this combination of ‘treatment and learning,’ CFSA seeks to optimize the chances that participants will simultaneously reduce their addiction-based behaviors while developing understanding, insight and confidence to become safer and more effective parents.

Target Population

Participants will be referred by CFSA’s Office of Clinical Practice and will include male and female parents whose child is the subject of an open child abuse and neglect investigation or ongoing case. All children and adults to be served in this program are residents of the District of Columbia. Initially, CFSA is targeting up to 80 families to be involved in this initiative.

Eligibility for the program will also be determined by the participants’ previous history of substance abuse, history of risk posed to the children, assessment of need for services and recommendations of the assigned social worker. Participants who are dually diagnosed and/or under medication management through a core service agency or other mental health provider will also be eligible. Any person with a pending criminal action (i.e., sentencing, trial, active warrants) will not be eligible. Parents of children with special needs will be considered on a case-by-case basis.

In addition, participating mothers and fathers must have psychoactive substance dependence as their primary diagnosis, and be receiving or requiring outpatient substance abuse treatment. It is important to emphasize that CFSA strongly wishes to engage both eligible mothers *and* fathers who would benefit from this program. Applicants are encouraged to propose a program approach that includes outreach to the target populations, including recruitment and retention of program participants, and how any logistical or planning considerations would be met (for example, provision of separate mothers group and fathers group, etc).

Eligible Organizations/Entities

Applications are requested only from community-based organizations in the District of Columbia which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Applicants must be a DC Medicaid-enrolled provider of substance abuse treatment services and hold certification as an

² See <http://www.ciccparenting.org/EffBlackParentingDesc.aspx#A>

APRA certified treatment provider with at least 5 years of experience in addiction, prevention and/or recovery services.

Organizations may partner together to offer separate but coordinated components of the program (for example, in looking to develop a mothers group and a fathers group, or a daytime group and evening group) but must identify a lead applicant. The lead applicant will be responsible for identifying how the components shall be integrated, including overall program funding sources. Successful applicants shall provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, including relevant District and local jurisdiction licensure requirements, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Accessibility

Providing services accessible to all participants is a foremost consideration, and absence of childcare arrangements should not be a barrier for program participation. With this in mind, Applicants shall demonstrate provision of an onsite certified childcare provider able to accommodate a range of childcare needs according to program session times. Childcare shall be limited for up to two (2) pre-school age (0-3 yrs) children per participant.

Services must be located within walking distance of a WMATA metro station and have capacity to meet the needs of participants with varying physical abilities. Applicants should detail their proposed venue location and clearly state its proximity to the nearest WMATA metro station, as this will be considered within the scoring criteria (see Section VI: Review and Scoring of Applications).

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the services do not conflict with a current Grant or Contract Agreement. Such applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under this funding announcement shall not conflict with or compromise other existing grant or contractual obligations.

Source of Grant Funding

The funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

Award Period

The initial grant period will be for the pilot and evaluation through September 30, 2010, with the pilot evaluation due October 31, 2010. Thereafter, the grant period is for up to **twelve (12) months** from the date the grant renewal is executed, subject to appropriation of funds.

Successful Applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award. The District may extend the term of this Grant Agreement for a period of four additional one year option periods, or successive fractions thereof by written notice to the Grantee, should further appropriations be made available or funds from other sources be made available. The notice does not commit the District to an extension. The exercise of this option is subject to the

availability of funds at the time of the exercise of this option. The District reserves the right to issue a new grant announcement.

Grant Awards and Amounts

The total amount available for the Substance Abuse Treatment and Parenting Program is up to \$200,000. The total available for the grant may be increased if additional funds become available.

CFSA intends to award up to two (2) grants to organizations to provide services to individuals currently receiving services from CFSA. CFSA reserves the right to assign the amount of individual grant awards. Individual grant awards shall not be less than \$75,000 or exceed \$200,000. Grant funds will subsidize the cost of approved budgeted expenditures (see Section III, Use of Funds).

CFSA fully expects each Applicant to detail within their budget the breakdown and usage of all available funds including those projected to be retrieved through eligible Medicaid billing. Applicants must clearly demonstrate how the central components of the program can be met through District of Columbia Access to Recovery (ATR) program funds. ATR identifies the following amongst its suggested support services; Individual and Group Parenting Skills, Child Care Services for Under-13's while parents are in treatment, and Transportation Costs.

Explanations to Prospective Applicants

Inquires regarding this RFA should be sent via email to cfsa.cpa@dc.gov, CFSA Contracts and Procurement Administration. Please reference **CFSA-10-RFA-0001** in subject line. Inquiries must be submitted on or before **January 15, 2010. Questions submitted after the deadline will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **January 22, 2010.** Prospective Applicants are responsible for checking the CFSA website for any subsequent changes or updates to the RFA and/or the application process.

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

A total of four (4) copies, including the original and three (3) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the four (4) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than 2:00 p.m., on **February 1, 2010.** All applications will be recorded upon receipt. **Applications submitted at or after 2:01 p.m., February 1, 2010, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 2:00 p.m. deadline on **February 1, 2010.** Applications must be ready for receipt by CFSA. The four (4) copies, including the

original plus three (3) copies, of the applications **must be** delivered to the following location:

Contracts Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 2:00 p.m., deadline on **February 1, 2010** at the above location. Applications arriving via messenger/courier services after the posted deadline of 2:00 p.m., **February 1, 2010 will not be forwarded to the review panel by CFSA.**

CFSA will not be responsible for delays in the delivery of application packages to its office.

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities as outlined in this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support specific program-related activities for up to twelve (12) months (not to exceed September 30, 2010), including costs associated with:

- All staff salaries (specify percentage of time dedicated to grant-funded activities).
- Effective deliveries of program content (specify cost of training internal staff for EBPP component, or contracted consulting fees to an external expert).
- Supportive services for program participants (specify service type, including travel tokens).
- Provision of certified childcare during parent participation in program activities.
- Furniture and other equipment.
- Program supplies (including educational and administrative materials, refreshments).
- Program evaluation.
- Indirect costs.

Indirect costs shall not exceed 10% of the overall budget. The budget must demonstrate how available funds will be used to supplement and not supplant available ATR funds.

Grant Agreement

Applicant shall be required to sign a Grant Agreement prior to funds being transferred. CFSA reserves the right to require modifications to the program budget prior to award. A Grant Agreement must be finalized prior to **March 1, 2010**.

SECTION IV: GENERAL PROVISIONS

Confidentiality of Records

Information concerning CFSA-involved children and families is strictly confidential and shall not be divulged to unauthorized persons (see D.C. Official Code §§ 4-1303.06 and 4-1405). The Grantee must demonstrate an ability to maintain the confidentiality of a client's information and to report the information specified below to CFSA. Specifically, the Grantee agrees to and will abide by the following conditions:

- Whoever willfully disclosed, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of D.C. Official Code §§ 4-1303.06 (applies to all CFSA records) shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1000.00 (D.C. Official Code § 4-1303.07).
- All project staff, prior to engaging in work with CFSA, shall sign a confidentiality statement. Prior to service initiation, Grantees shall develop and submit a signed confidentiality statement for each current staff person who will be working under the Agreement.

HIPAA Privacy Compliance

Under the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191 (HIPPA), all associated rules and regulations are incorporated by reference herein.

Definitions

- a) "Business Associate" shall mean the Grantee.
- b) "CFSA" shall mean the District of Columbia, Child and Family Services Agency.
- c) "Designated Record Set" means:
 - a. A group of records maintained by or for CFSA that is:
 - i. The medical records and billing records about individuals maintained by or for a covered health care provider;
 - ii. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
 - iii. Used, in whole or in part, by or for CFSA to make decisions about individuals.
 - b. For purposes of this paragraph, the term record means any items, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for CFSA.
- d) Individual shall have the same meaning as the term "individual" in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- e) Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.
- f) Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 164.501, limited to protected health information created or received by the Business Associate from or on behalf of CFSA.
- g) Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR 164.501.
- h) Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or designee.

Obligations and Activities of Business Associate

- a) The Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this HIPAA Privacy Compliance Clause (this Clause) or as Required by Law.
- b) The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Clause.
- c) The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of Protected Health Information by the Business Associate in violation of the requirements of this Clause.
- d) The Business Associate agrees to report to CFSA any use or disclosure of the Protected Health Information not provided for by this Clause of which it becomes aware.

- e) The Business Associate agrees to ensure that any agent, including a Grantee, to whom it provides Protected Health Information received from, or created or received by the Business Associate on behalf of CFSA, agrees to the same restrictions and conditions that apply through the Grant Agreement to the Business Associate with respect to such information.
- f) The Business Associate agrees to provide access, at the request of CFSA, and in the time and manner prescribed by the Contracting Officer, to Protected Health Information in a Designated Record Set, to CFSA or, as directed by CFSA, to an Individual in order to meet the requirements under 45 CFR 164.524.
- g) The Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that CFSA directs or agrees to pursuant to 45 CFR 164.526 at the request of CFSA or an Individual, and in the time and manner prescribed by the Contracting Officer.
- h) The Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by the Business Associate on behalf of, CFSA, available to the CFSA, or to the Secretary, in a time and manner prescribed by the Contracting Officer or designated by the Secretary, for purposes of the Secretary determining CFSA's compliance with the Privacy Rule.
- i) The Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for CFSA to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- j) The Business Associate agrees to provide to CFSA or an Individual, in time and manner prescribed by the Grant Monitor, information collected in accordance with Section (i) above, to permit CFSA to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

Permitted Uses and Disclosures by Business Associate

- a) Refer to underlying services agreement. Except as otherwise limited in this Clause, the Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, CFSA as specified in the Grant Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by CFSA or the minimum necessary policies and procedures of CFSA.
- b) Except as otherwise limited in this Clause, the Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- c) Except as otherwise limited in this Clause, the Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as

Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

- d) Except as otherwise limited in this Clause, the Business Associate may use Protected Health Information to provide Data Aggregation services to CFSA as permitted by 42 CFR 164.504(e)(2)(i)(B).
- e) The Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with §164.502(j)(1).

Obligations of CFSA

- a) CFSA shall notify the Business Associate of any limitation(s) in its notice of privacy practices of CFSA in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of Protected Health Information.
- b) CFSA shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect the Business Associate's use or disclosure of Protected Health Information.
- c) CFSA shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that CFSA has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of Protected Health Information.

Permissible Requests by CFSA

CFSA shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by CFSA.

Term and Termination

- a) Term. The requirements of this HIPAA Privacy Compliance Clause shall be effective as of the date of grant execution, and shall terminate when all of the Protected Health Information provided by CFSA to the Business Associate, or created or received by the Business Associate on behalf of CFSA, is destroyed or returned to CFSA, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b) Termination for Cause. Upon CFSA's knowledge of a material breach of this Clause by the Business Associate, CFSA shall either:
 - i. Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the grant if the Business Associate does not cure the breach or end the violation within the time specified by CFSA;
 - ii. Immediately terminate the grant if the Business Associate has breached a material term of this HIPAA Privacy Compliance Clause and cure is not possible; or
 - iii. If neither termination nor cure is feasible, CFSA shall report the violation to the Secretary.

Effect of Termination

- a) Except as provided above (see Term and Termination), upon termination of the contract, for any reason, the Business Associate shall return or destroy all Protected Health Information received from CFSA, or created or received by the Business Associate on behalf of CFSA. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Business Associate. The Business Associate shall retain no copies of the Protected Health Information.
- b) In the event that the Business Associate determines that returning or destroying the protected Health Information is infeasible, the Business Associate shall provide to CFSA notification of the conditions that make return or destruction infeasible. Upon determination by the Grant Monitor that return or destruction of Protected Health Information is infeasible, the Business Associate shall extend the protections of the Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such Protected Health Information.

Miscellaneous

- a) Regulatory References. A reference in this Clause to a section in the Privacy Rule means the section as in effect or as amended.
- b) Amendment. The Parties agree to take such action as is necessary to amend this Clause from time to time as is necessary for CFSA to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191.
- c) Survival. The respective rights and obligations of the Business Associate under the above shall survive termination of the Grant Agreement.
- d) Interpretation. Any ambiguity in this Clause shall be resolved to permit CFSA to comply with the Privacy Rule.

Maintenance of records

The successful Applicant(s) shall retain all records pertinent to the Grant for a period of not less than three (3) years after grant completion. The successful Applicant(s) shall be required to make available, upon request, for at least three (3) years after grant completion, files and records that will assist CFSA in assessing the impact of this project.

Compliance

Compliance with applicable District licensing, tax laws and regulations is a prerequisite for grant award. Upon notification of grant award, the following documents must be submitted prior to execution of the Grant Agreement: W-9 Form, Basic Business License, Certificate of Good Standing, Certificate of Insurance, Articles of Incorporation or proof of not-for-profit status (e.g. Internal Revenue Service Determination Letter), where applicable.

Insurance

The Applicant, when requested, must show proof of all insurance coverage required by law

and Grant Agreement at the time of application. The Applicant shall maintain general liability insurance, consistent with District law. The Applicant is responsible for adhering to the guidelines as defined by the District of Columbia Office of Contracts and Procurement. The Substance Abuse Treatment and Parenting Program activities are classified as “**High Risk Activities**” for insurance purposes.

A. **GENERAL REQUIREMENTS.** The Grantee shall procure and maintain, during the entire period of performance under the Grant Agreement, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under the Grant Agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Grantee shall require all of its subgrantees to carry the same insurance required herein. The Grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this grant.
2. Automobile Liability Insurance. The Grantee shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Grantee shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer's Liability Insurance. The Grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. **Umbrella or Excess Liability Insurance.** The Grantee shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$1,000,000 per occurrence, including the District of Columbia as additional insured.
5. **Professional Liability Insurance (Errors & Omissions).** The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$3,000,000 annual aggregate.

The Grantee shall maintain this insurance for five (5) years following the District's final acceptance of the work performed under this grant.

- B. **DURATION.** The Grantee shall carry all required insurance until all grant work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this grant.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THIS GRANT.**
- D. **GRANTEE'S PROPERTY.** Grantee and subgrantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.
- F. **NOTIFICATION.** The Grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
- G. **CERTIFICATES OF INSURANCE.** The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in the Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Contracts Officer
Contracts and Procurement Administration

Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Audits

Each Grantee shall have an annual audit performed by an auditor who is independent from the staff person who authorizes expenditure of project funds. Whenever an audit shows that expenditures not allowable under the grant have been charged to the grant or that the Grantee has otherwise failed to discharge its obligation to account for the expenditure of grant funds, the Grant Monitor shall disallow the expenditure of the funds.

At any time or times within the next twenty-four (24) months, CFSA may request the successful Applicant's expenditure statements, source documentation, and other audited financial records. By submission of their application, Applicants agree to comply with 29 DCMR § 8213.1 which requires grantees to maintain documents for three years from grant close-out.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Substance Abuse Treatment and Parenting Program grant funds.

SECTION V: PROGRAM SCOPE

Program Description

Grant funds will support intensive outpatient and outpatient substance abuse treatment, with supplemental culturally-specific parenting development and support through Effective Black Parenting (EBPP).

The substance abuse component should provide chemical dependency treatment at levels of care appropriate to the needs of each client based on initial screening and assessment information. Treatment services should include but should not necessarily be limited to; group counseling, individual counseling, individual and family addiction education, and relapse prevention.

The EBPP component should include all of the material consistent with the traditional program cycle of fourteen three-hour sessions (see overview below). The additional available program time will be used for family-centered sessions and activities, and for the planning, formation and establishment of a Parents Peer Support Group.

Applicants are strongly encouraged to propose a name for the program that will contribute to maximizing its appeal to the target population in a bid to optimize their recruitment, participation and retention.

The required Effective Black Parenting Program³ content includes:

³ Ibid.

Culturally-Specific Parenting Strategies

- Achievement Orientation to Parenting: The Pyramid of Success for Black Children
- Traditional Black Discipline vs. Modern Black Self-Discipline
- Pride in Blackness: Positive Communications about Heritage, Coping with Racism, Avoiding Black Self-Disparagement
- Finding Special Times for All of Our Children: Chit Chat Time

General Parenting Strategies

- Social Learning Ideas and Pinpointing and Counting Behavior
- The Thinking Parent's Approach
- Family Rules Are Like A Coin, and Family Rule Guidelines
- Children's Developing Abilities
- Children's Thinking Stages and the Development Swing between Belonging and Independence

Basic Parenting Skills Taught in a Culturally-Sensitive Manner, Using African American Language Expressions and African Proverbs

- Effective Praise
- Mild Social Disapproval
- Ignoring
- Time Out
- Special Incentives

Special Program Topics

- Single Parenting
- Preventing Drug Abuse

CFSA will competitively award grants to at least one (1) but no more than two (2) organizations who meet the program needs of CFSA, and who are able to commit to implementing the program measures as long as grant funds continue to be available. CFSA will seek out evidence-based approaches to treatment, recognizing that the use of a variety of models will expand the population who will access services. Applicants must ensure consistency and confidentiality for referred families and sensitivity to the special needs of abused and neglected children.

Program Objectives

The short-term outcome is to enhance CFSA involved parents' access to positive adult support through a successful collaboration with substance abuse treatment programs. The long-term outcomes include:

- Improved safety, well-being and permanency outcomes for children and youth, through the actions of substance-addicted mothers and fathers towards both sobriety and improved parenting behaviors.
- Development of an environment where mothers and fathers gain acceptance and

understanding of their addiction, along with a willingness to take personal responsibility for their own treatment.

- Improved family communication patterns, family identity and extended family values.

Format

Each group cycle is for twenty (20) weeks. This format is designed to incorporate an increased opportunity for family-centered activities and an extended support period for detailed planning, development and establishment of the Parent Peer Support group under the EBPPP model.

EBPPP sessions will run alongside intensive (nine weekly hours) outpatient treatment for the first fifteen weeks and then with outpatient (six weekly hours) services for the final five weeks. The 'Effective Black Parenting Program' educational sessions will take place on Mondays and/or Fridays (according to applicant proposal and rationale – see below), initially so that participants are able to implement new insights and learning in their family settings over each weekend, and then 'reflect on action' and share learning experiences with the group on the following Monday, while those weekend experiences still remain fresh, pertinent and relevant.

The remaining scheduled sessions will consist of a combination of shared family activities that also provide valuable experiences for reflection and group discussion, and importantly, the planning, formation and establishment of the Parents Peer Support Group, which is intended to become self-supporting and self-organizing and run beyond each twenty-week lifespan.

Applicants are invited to be creative, but must provide a clear evidence-based rationale, when designing and tailoring a schedule format for the EBPPP component. Whereas the traditional schedule consists of fourteen sessions and a graduation, Applicants have substantial capacity and latitude to utilize a total of *forty* available sessions. For example, the proposal may specify that there should be only one 'content' session each week for fourteen weeks, with the alternate session used for learning in action through family activities. An alternative format may be to introduce more 'content' learning earlier in the program with less structured time occurring later (see Table 1.below).

All group sessions must be devised and run according to the practical needs of participants (daytime or evening, childcare provided etc). When separate groups occur in the same cycle, the same options and flexibility must be afforded to each group.

Table 1. Basic Schedule Outline

	Mon	Tue	Wed	Thu	Fri
<u>Phase I: Intensive Outpatient Treatment</u>					
Week 1	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 2	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 3	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 4	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 5	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs

<u>Phase II: Intensive Outpatient Treatment</u>					
Week 6	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 7	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 8	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 9	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 10	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
<u>Phase III: Intensive Outpatient Treatment</u>					
Week 11	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 12	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 13	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 14	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
Week 15	EBPP 3hrs	Tx 3hrs	Tx 3hrs	Tx 3hrs	EBPP 3hrs
<u>Phase IV: Outpatient Treatment</u>					
Week 16	EBPP 3hrs	Tx 3hrs		Tx 3hrs	EBPP 3hrs
Week 17	EBPP 3hrs	Tx 3hrs		Tx 3hrs	EBPP 3hrs
Week 18	EBPP 3hrs	Tx 3hrs		Tx 3hrs	EBPP 3hrs
Week 19	EBPP 3hrs	Tx 3hrs		Tx 3hrs	EBPP 3hrs
Week 20	EBPP 3hrs	Tx 3hrs		Tx 3hrs	EBPP 3hrs

EBPP: Effective Black Parenting Program

Tx: Treatment

Applicant Responsibilities/Scope of Work

In its proposal, the Applicant must demonstrate the ability to provide mentoring services tailored to the target populations under the Substance Abuse Treatment and Parenting Program. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between Applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves Applicant of any agreement or obligations with CFSA (see p. 8).

The successful applicant must also:

1. Ensure the following training requirements:
 - a. At least eight (8) hours pre-service training for staff, provided by the Applicant, that details roles and responsibilities, and written materials summarizing the training.
2. Ensure that the executive staff/and or trainers of the program complete at least three (3) hours of orientation provided by CFSA, which includes:
 - a. background on the population of children served by CFSA;
 - b. elements of child abuse and neglect;

- c. expectation and goals of treatment;
 - d. the laws surrounding confidentiality and privacy;
 - e. written materials summarizing the training.
3. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
4. Abide by the confidentiality laws of the District, and not discuss the fact that the child is involved with the system with anyone other than the child's social worker or CFSA staff.
5. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
6. Show and maintain proof of insurance that meets the requirements set forth herein.

By submission of its application, the Applicant is certifying and agreeing that with respect to all its employees, under the grant it shall, not less than thirty (30) calendar days after a grant award comply with 29 DCMR § 8207 (Certification of a Drug-Free Workplace).

Within fifteen (15) calendar days of grant award, successful applicants shall submit a detailed work plan for the award year, including all relevant action steps, responsible parties, outcomes and deliverables.

Staff Requirements

All applicants must be APRA certified substance abuse treatment providers and possess the knowledge and skills necessary to work with adults affected by substance abuse issues. The EBPP groups shall be conducted by an individual(s) that has completed the CICC-sponsored 5-day instructor training workshop⁴, where, in addition to learning how to deliver the complete program, they learn a variety of recruitment and parent attendance incentive strategies. The ideal instructor is an African American with a positive ethnic identification, and with a background in child development, African American studies, behavior modification, and group processes. Most instructors have undergraduate or graduate degrees in such fields as social work, psychology, counseling or education.

For those applicants who do not already have a certified EBPP trainer on staff, the cost of 'training up' sufficient appropriate internal staff should be included in the budget.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain an individual personnel file for any project staff member which will contain the application for employment, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, Applicant's action with respect to the allegations and the date and reason if

⁴ 'Learn to deliver state of the art parent training programs', retrieved from http://www.ciccparenting.org/cicc_instrwrkshps_31.asp

terminated from employment. All of these personnel materials shall be made available to the Grant Monitor upon request.

The Grantee program staff will perform a thorough screening of staff. Prospective staff will authorize the Grantee to secure clearance through the Child Protection Register and the Police Department of the jurisdiction(s) in which they resided during the five years prior to employment under this grant, as well as clearance through the District of Columbia Metropolitan Police Department. This information shall be provided to CFSA prior to the initiation of services.

Training

If Applicants do not already have a certified EBPP trainer on their staff, they may elect to train sufficient internal staff.

The Applicant will be responsible for ensuring other staff training and development policy and procedures are, at minimum, in compliance with licensure regulations and CFSA guidelines. The Applicant shall ensure training to program staff on relevant child welfare topics, the provision of community-based services, and on topics relevant to recovery and parent-child interaction.

Performance Standards and Quality Assurance

The Applicant shall monitor and evaluate all program activities. At a minimum, data shall be kept on relevant participant demographics, attendance records, number of program participants, successful program completion and graduation rates, no shows, substance use and re-use rates, re-referrals of further child abuse or neglect, or risk of either. At a minimum, the program evaluation shall include a review of the appropriateness, quality and timeliness of each service, group completion rates, participant sobriety and CFSA child re-referral incidence.

The Applicant shall be responsible for specific documentation of all treatment sessions and supportive services provided to the family, and updates on both progress as well as any issues which may arise, including reports or disclosures of abuse or neglect to a specific child. The applicant shall involve the families in the development of project evaluations, and entirely in the case of the Peer Support Group. When feasible, other grant activities shall reflect concerns and suggestions offered by the families.

Reports

Applicants shall demonstrate the capacity to meet reporting requirements. Successful Applicants shall submit monthly reports to the CFSA Ongoing Substance Abuse Specialist and the Grant Monitor by the 10th day after the end of each month of service regarding status of the funds expended and each family served. At minimum, the reports shall include:

- Grant expenditures to date (broken down by category);
- The family's demographic information;
- Details of services currently being provided;
- Clients served;

- Level of client engagement and participation;
- Readiness to exit the program (when appropriate);
- Incidence of child maltreatment or new referrals;
- Identified goals for the parent/family;
- Progress toward goals including parental sobriety and decreased risk factors for children;
- Potential challenges or barriers and recommendations for improvement.

Records

The Applicant shall keep accurate records of activities of the project. When delivering services, the Applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The Applicant shall provide the Grant Monitor, and other authorized representatives of CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate Applicant staff. The Applicant shall retain records for at least three (3) years following final closeout of the grant. The Applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

Monitoring

CFSA shall monitor and evaluate the performance of the successful Applicant according to the scope of work, objectives and related service delivery standards set forth in the Grant Agreement.

A primary goal of CFSA's contract reform initiative is to develop a performance-based system of evaluation that ensures accountability, cost-effectiveness of service provision, and achievement of positive outcomes for children, youth and families. CFSA plans to hold providers accountable for improving the quality of services delivered and, over time, for achieving selected outcomes for safety, permanence and well-being.

Evaluation

The Grantee shall complete and present to CSFA on or before October 31st, 2010, a thorough and detailed evaluation following the first 'pilot' 20-week program cycle. The Grant Monitor shall be authorized to assess the successful Applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, performance shall be assessed to determine the quality of the services delivered to the target populations. Applicant shall cooperate fully in such evaluation.

Each individual group participant shall complete a pre- and post-test that addresses behavioral change in both domains of substance abuse and parenting. The Grantee(s) will be responsible for designing, administering, collecting and sharing the data from these exercises.

Grantee(s) will provide CFSA with a mid-year progress report, detailing relative successes and highlighting with recommendations any areas for program improvement.

Grantee(s) will furnish CFSA with a final year-end report that will be due approximately 60 days

after the program ends – this annual program evaluation must capture ‘follow-up’ data from the cohort 6 months previously, looking this time at *sustained* behavioral change over time in both domains of substance abuse and parenting.

Program evaluation shall not account for more than 10% of the total program budget. At any time, providers may be requested to furnish additional detailed information for the Court or CFSA concerning client performance in the program. CFSA reserves the right to review the case files, upon reasonable notice.

Disciplinary Action

Grantees shall, upon discovery, discipline or terminate any staff found to be in violation of the District’s drug and alcohol policy. In addition, Grantees shall document supervisory actions, conferences and personnel evaluations.

SECTION VI: REVIEW AND SCORING OF APPLICATIONS

Review Panel

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each Applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA or his designee shall make the final funding determination(s).

Scoring Criteria

Applicant(s) proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Theoretical and Technical Soundness of the Proposal (Total 25 Points)

1. The proposal clearly lays out how the target populations, will be served, how the grant monies will be spent, and the measures which will be put in place to monitor and measure the outcomes. **(10 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and outcomes consistent with program requirements presented in the Program Scope. **(5 Points)**
3. The proposal demonstrates long-term engagement and continued support for families after services have ended. **(5 Points)**
4. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(5 Points)**

Criterion B: Organizational Capability and Relevant Experience (Total 25 Points)

1. The applicant demonstrates the knowledge and experience relevant to parental substance abuse, culturally-specific 'Effective Black Parenting Program' (or sets out a clear proposal of how this will be achieved), child welfare issues, and in serving the target population. **(10 Points)**
 - The applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
 - The Applicant has clearly demonstrated a sophisticated understanding of the needs of the target population and the benefits of the EBPP model.
 - The Applicant is Medicaid-enrolled and APRA certified and has 5 years relevant experience with the substance abuse population.
 - The Applicant is a certified childcare provider.
2. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated. **(5 points)**
 - The Applicant has clearly proposed a program that meets the needs of mothers and fathers.
3. Capacity to administer the proposed program is demonstrated. **(10 points)**
 - The Applicant demonstrates the organizational capacity to deliver, monitor and administer the services including necessary childcare.
 - The Applicant demonstrates the capacity to deliver services in the natural environment of the target population.
 - The Applicant has detailed the location of program group events and meetings and the location is within reasonable walking distance from a WMATA Metro Station.
 - The Applicant has detailed how the building is accessible to people with a wide range of physical and mobility needs.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)

1. The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The Applicant clearly proposes a program budget that incorporates anticipated funding from multiple sources including Medicaid billing and eligible ATR funds, and that the use of the CFSA grant is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget addresses the initial pilot phase of the program (April 1 – September 30, 2010). It should also reflect the number of families expected to receive services as a result of this grant. **(5 points)**

Criterion D: Overall Feasibility of the Project (Total 10 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant, and that the project is compatible with the mission of the organization. Further, applicant will demonstrate the quantifiable increase in families served, based on the grant award. Maximizing the number of families served in the target population, up to eighty different families in a year, is a primary goal of this RFA. **(10 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA or his designee. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or his designee, shall decide which Applicant(s) to award funds and the amount(s) to be funded. CFSA reserves the right to divide the grant award among multiple Applicants, in any amount. The award may reflect overall numbers, or be target population specific.

SECTION VII: APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents (Not counted in page total)
- ☐ Application Summary (Not to exceed 1 page)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Must include EEO, First Source Employment Agreement, Tax Certification Affidavit OTR/DOES) May also include; Resumes, Organization Chart, Position Descriptions (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section. **Proposal must be double-spaced and numbered pages on 8¹/₂ by 11-inch paper. The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;
2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Work plan for activities;
5. Number of new clients to be served;
6. Cultural competency and appropriateness;
7. Extent to which access barriers for the target population will be addressed;
8. How funds will be distributed consistent with the grant and monetary expenditures; and,
9. Quality assurance mechanisms.

Organization, Experience and Qualifications of Applicant (not to exceed 2 pages)

The Applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The Applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at the budget figures.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements, and must include:

- Equal Employment Opportunity
- First Source Employment Agreement
- Tax Certification Affidavit (OTR)
- Tax Certification Affidavit (DOES)

You may wish to include other items, such as:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII: LIST OF ATTACHMENTS

Attachment A:	Applicant Profile
Attachment B:	Original Receipt
Attachment C:	Staffing Plan
Attachment D:	Budget

**ATTACHMENT A
APPLICANT PROFILE**

**Substance Abuse Treatment and Parenting Program Grant (RFA):
#CFSA-10-RFA-0001**

Applicant/Organization Name:

Type of Entity: For-Profit _____ Non-Profit _____ Other _____

Contact Person:

Office Address:

Executive/Director/President

Date

Phone/Fax:

Email address:

Website URL:

Total Number to Be Served By Project: _____

Total Funds Requested:

Program Description:

Authorized Signature: The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

ATTACHMENT B

ORIGINAL RECEIPT

Contracts Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

FY2010 Substance Abuse Treatment and Parenting Program Grant (RFA):

#CFSA-10-RFA-0001

CHILD AND FAMILY SERVICES AGENCY IS IN RECEIPT OF AN APPLICATION
FROM:

(Contact Name/Please Print Clearly)
(Organization Name)
(Address, City, State, Zip Code)
(Phone/Fax)
(Email Address)
(Program Area)
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (3) COPIES.

RECEIVED ON THIS DATE / /2009
Please Indicate Time:

Received by: _____

**APPLICATIONS RECEIVED AFTER 2:00 PM WILL NOT BE FORWARDED TO THE
REVIEW PANEL**

ATTACHMENT C
STAFFING PLAN

Director Signature: _____ Date:

ATTACHMENT D BUDGET

Applicants must also submit a Budget Narrative that explains in narrative form each proposed item in the attached budget, to the extent that such explanation or itemization is not already included in an attachment to a particular budget schedule. The Budget Narrative is an essential part of the budget submission.

Agency:

Date of Submission:

Project Manager:

Telephone #:

Email Address:

Category	Budgeted Amount	Justification (Narrative)
Personnel		
Fringe Benefits		
Travel/transportation		
Supplies/Minor Equipment		
Training		
Communications		
Childcare		
Occupancy Cost		
Other Direct Costs		

Indirect/overhead*		
Total:		

*** Indirect costs shall not exceed 10% of the overall budget and shall include the following categories:**

1. **Administration:** general organizational administration not associated with carrying out the specific service. This typically includes the salary, fringe benefits and overhead associated with a central administrative office. It includes a variety of activities not identifiable with program functions, but which are indispensable to their conduct and to the organization's corporate existence.
2. **Financial Management:** the services of a qualified accountant and / or bookkeeper necessary to carry out the identified service. (Note: If financial management services are included in the "Administration" line, above, leave this line blank).
3. **Audit:** the services of a qualified auditing organization to determine that all-accounting principles were followed in managing the finances associated with delivering the identified service. (Note: If audit services are included in the "Administration" or "Financial Management" lines, above, leave this line blank).
4. **Other Indirect / Overhead:** any other costs required for delivering the identified service, which can neither be classified in one of the above three indirect/overhead categories, nor in an "Other Direct Cost" category on Schedule 10. Attach explanation and documentation.